

# CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2015



## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING AND DEVELOPMENT

#### Transportation Capital Projects

- ***Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) (UPC 3945, 90374, 52434) –Urban and CMAQ Programs*** –Anticipated completion date is now July 2015 expect for planting.
- ***Safe Routes to Schools- Phase 2 (Middle School), UPC 102836*** – Construction plans under review. Start of construction anticipated Q3 CY 2015.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Preliminary engineering work and surveying work on-going.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Preliminary engineering and environmental work has begun.
- ***Holly Avenue Reconstruction (Revenue Sharing) UPC 105690*** – Survey work has been completed. Preliminary design is underway.
- ***Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)*** – Construction has been completed.
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. To date, thirteen (13) property owners have accepted offers. Negotiations continue with remaining.
- ***Lakeview Avenue Modernization, UPC 101288*** – Notification letters have been sent to all affected property owners. City has approved initial acquisition offers.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – City preparing bid package for solicitation. Advertisement for construction bids anticipated by Q3 CY 2015.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – PE has been authorized for this project. Consultant is revising project estimates. Preliminary engineering to begin Q3 2015.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans submitted to VDOT for review. Start of construction anticipated Q3 CY 2015.

#### Utilities Capital Projects

- ***Boulevard Water and Sewer Replacement*** – Construction complete. Line is in service.
- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Bruce Avenue Storm Drainage Phase III and Phase IV*** – Phase III advertised for bid on 5/14. Start of construction anticipated in July.
- ***Snead Avenue Drainage Project*** – Construction has been completed. Line is in service.
- ***Danville and Lafayette Avenue Sanitary Sewer Repair*** – Construction complete. Line is in service.
- ***Orange Avenue Sewer Replacement*** – Construction complete. Line is in service.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Plan Reviews**

- Received construction plans for Gills Point Section 10. Plans are currently under review.
- **Redevelopment of 401 Temple Avenue (Kroger)** – City received and reviewed construction plans. City and VDOT comments were sent to Kroger project manager on 5/29. VDOT awarded a contract to American Infrastructure for the construction of the Temple/I-95 Interchange Project and issued Notice to Proceed. The Kroger team is discussing cooperative improvements with the contractor.

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### **Right-of-Way Permits**

- Issued five (5) permits and closed two (2) permits for the month.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 43 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (02) locations, responded to (04) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (78) locations and sprayed for weeds/grass at (14) locations.
- Trimmed tree/bushes limbs hanging over street at (04) locations and responded to (01) tree miscellaneous request.
- Cut/Removed a small tree in alley behind Forest View Drive.
- Placed gravel in alley at (06) locations.

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### **Recycling Center**

- 586 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

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### **Storm Water and Drainage**

- Cleaned (27) catch basins and responded to (02) miscellaneous drainage requests.
- Removed a large tree from culvert at Conduit Road and Temple Avenue.
- Cut brush and weeds with slope mower along Old Town Creek on Old Town Drive, ditch from Dupuy to Charlotte Avenue on Old railroad bed and ditch on Marvin Avenue.
- Placed gravel in sinkhole at (01) location.
- Replaced two manhole covers behind old K-Mart that was stolen.
- Sweeper collected (240) cubic yards of debris from (78) locations.
- Concrete Crew repaired/replaced (11) feet of Curb and Gutter at (02) locations, utility/storm water cuts (26) feet of Curb and Gutter at (03) locations, (20) feet of roll-face Curb and Gutter at (01) location, (03) feet of sidewalk at (01) location, repaired two tripped hazards at (01) location and responded to (01) miscellaneous concrete request.
- Concrete Crew installed a 13' x 6' slab for new generator at Hillcrest Pump Station.
- Repaired/replaced a 36"x16"x6" section of an inlet top on North Temple Avenue.

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### **Transportation**

- Placed Asphalt in (67) potholes, (15) utility cuts, (08) low area, (01) driveway, (01) gutter pan, (01) shoulder of street, (04) storm sewer cuts and responded to miscellaneous asphalt request at (04) locations.
- Graded gravel area with motor grader on Bruce Avenue and shoulder on Franklin Avenue.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Public Works Technician vacancy filled new employee will start June 17<sup>th</sup>.
- Assisted Police Department at Conduit Road and Riveroaks Drive with street closure due to power line down.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Wastewater Utility**

- Responded to (09) sewer backups, flushed sewer line at (05) locations and trouble spots at (14) locations, installed (01) cleanout and responded to (06) sewer miscellaneous requests.
- Repaired sewer main/lateral at (05) locations and cleanout top at (01) location.
- Camera sewer line to find problem area at (02) locations.
- Removed all debris from pumps, washed down dry well floor and wet well and exercised pump 3 and 4 at Main Pump Station.
- Cleaned wet well, cleared a path and removed/replaced walkway to Methane manhole at Charles Dimmock Pump Station.
- Met with South Central Waste Water Authority to replace a piece of equipment inside cabinet, cleaned wet well floor, cleared a path to manhole for South Central Waste Water Authority to collect samples, replaced gate lock and cleaned outside entrance to dry well at C&B Pump Station.
- Reverse phases on pump 1 and 2 to lower amperage, pulled and cleaned all floats and added coolant to generator at Dunlop Farms Pump Station.
- Flushed pump to remove all debris and grease built up from wet well at Conjurers Neck Pump Station.
- Checked generator running due to power line work and follow up on operation after power was restored to grid at Appomattox Pump Station.
- Cleaned wet well at Sherwood Hill Pump Station.
- Back flushed pump 2 with pump 1 to unclog check valve to get proper function of pump at Hillcrest Pump Station.
- Checked generator running due to power line work, follow up on operation after power was restored to grid and cleaned debris from roof.
- Verified kilowatts on generator and horse power on pumps at all Pump Stations.
- Cut and trimmed grass/weeds around Pump Stations and Water Towers.
- Continue monitoring all pump stations and methane pump daily.
- Congratulations to the Pump Station Mechanic, Michael Wynn obtaining his *Commercial Driver's License*.

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### **Water Utility**

- Replaced (24) meters, (02) meter boxes, (03) setters and responded to (07) water miscellaneous requests.
- Installed a 5/8" new meter at (01) location.
- Repaired a meter leak at (01) location.
- Repaired a water service line at (01) location.
- Replaced valve box cover at (01) location.
- Flushed hydrant for discolor water at (01) location.
- Placed topsoil around meter box and sinkholes at (04) locations.
- Pulled meter for non-payment for Utility Billing at (02) locations.
- Responded to low water pressure at (02) locations.
- Assisted Traffic Engineering cutting ditch for light at Welcome Sign on Temple Avenue.
- Removed and installed new P.S.I. gauge at Southpark Water Tower.
- Backflow/Cross Connection Technician conducted (77) surveys, (30) completed, (47) incomplete and performed (24) hours Miss Utility locating.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (213) man-hours.

## **II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

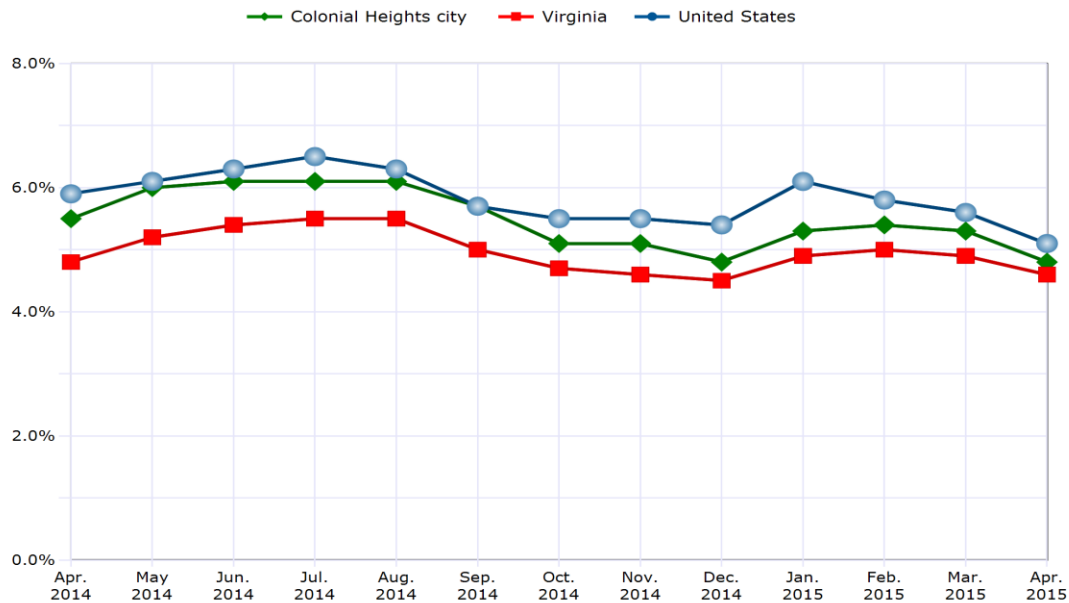
- ☆ The Department of Planning and Community Development had another busy month as spring brings grass growth and residential and commercial projects. As you will see below, the code enforcement division is in full operation. The department continues to make steps for the department to operate more effectively and efficiently. At the end of the month, economic development and this department welcomed Daniel Hoogenboom as the new Community/Economic Development Specialist. Karen Saunders has conducted training seminars for new and current employees on Gov QA and Civic Plus.
- ☆ The planning division continues to multi-task on projects such as working with a property owner on a certificate of appropriateness for a local historic district located in a residential neighborhood, working with our consultant and HUD on CDBG 2014 projects and an upcoming monitoring process, reviewing and approving boundary line adjustments and recombination plats, reviewing sign and fence permits, answering zoning questions, answering inquiries from citizens and businesses, reviewing and meeting with consultants regarding the high speed rail station, meeting with residential and commercial developers pertaining to parcels with flood plain and RPA issues, and other various daily activities, while still having one unfilled position in the division.
- ☆ In April, a code enforcement inspector tested using an iPad in the field. The test showed that the use of it for pictures, GOV QA, email, and other various uses proved to be an effective and efficient method. So in May, both code enforcement inspectors were issued iPads to perform their duties in the field. This is another effort toward our work flow becoming more efficient. The code enforcement division, as seen in the chart below, has been busy inspecting and aggressively enforcing the tall grass, inoperable vehicles, and other city property maintenance and zoning violations.
- ☆ The building inspections division saw a slight increase in the number of permits being issued but even with a slight decrease in the number of inspections, the division has been active inspecting new and existing commercial and residential permits for building, electrical, mechanical, and plumbing. There are several commercial developments continually progressing and receiving various inspections in the construction process. Since January, the Building Official has sent notice to approximately five properties for violations that could cause for the City to seek demolition if certain structural issues were not corrected within a specific time period. One of these properties has remedied the majority of the issues and the other property owner decided to demolish the property on their own.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Violations	170	290			
Violations Resolved	117	185	New Residential	1	4
Properties Cut by Contractor	3	5	Cost	\$ 50,000	\$ 653,000
Total Inspections	334	456			
			Res. Additions/Alterations	12	40
<b>Inoperable Motor Vehicles</b>					
Violations	28	189	Demolitions	2	3
Violations Resolved	21	59			
Vehicles Towed	0	7	Commercial	4	20
Total Inspections	23	272	Cost	\$ 85,030	\$ 532,346
<b>Va Property Maintenance</b>			Plumbing	4	40
Violations	2	24			
Violations Resolved	0	2	Electrical	9	44
Total Inspections	2	21			
			Mechanical	1	13
<b>City Property Maintenance</b>					
Violations	0	53	Swimming Pool	0	0
Violations Resolved	0	10			
Total Inspections	0	82	<b>TOTAL PERMITS</b>	<b>33</b>	<b>164</b>
<b>House Numbers</b>					
Violations	0	0			
Violations Resolved	0	0			
Total Inspections	0	0			
			<b>Building Inspections</b>		
<b>Zoning</b>					
Violations	7	8	Residential	53	390
Violations Resolved	3	4			
Total Inspections	11	13	Commercial	55	364
<b>Signs</b>			<b>TOTAL INSPECTIONS</b>	<b>108</b>	<b>754</b>
Violations	1	12			
Violations Resolved	1	12			
Total Inspections	1	14	<b>Zoning Permits</b>		
<b>Graffiti</b>			Fence	1	7
Violations	0	0			
Violations Resolved	0	0	Signs	6	30
Total Inspections	0	0			
			<b>TOTAL PERMITS</b>	<b>7</b>	<b>37</b>
<b>Other/Miscellaneous</b>					
Violations	0	0			
Violations Resolved	0	0	<b>Other Activities</b>		
Total Inspections	0	0	Water Shut Off/Marked	0	3
			Uninhabitable		
<b>TOTAL INSPECTIONS</b>	<b>371</b>	<b>858</b>	Court Cases	2	2

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT 2014/2015 Colonial Heights City



#### Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in April, 2015 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,698	8,284	414	4.8	No

\*Chesterfield 4.4% unemployment  
 \*City of Hopewell 7.8% unemployment  
 \*City of Petersburg 9.5% unemployment  
 \*Dinwiddie 5.6% unemployment  
 \*Prince George 5.5% unemployment

#### Prospect Activity

Direct Requests for Information: 4  
 Sites/Bldgs. Submitted 3  
 Active Projects 2

- Attended ReCon ICSC Tradeshow.

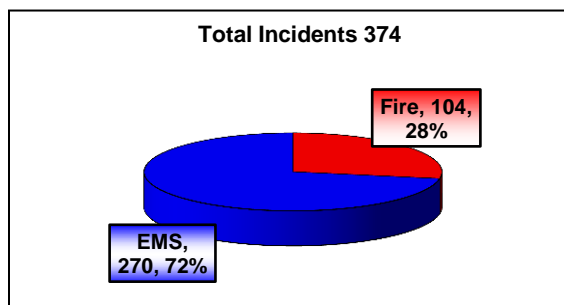
#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,373 calls for service during the month of May, 2015. During the same month last year, we responded to 3,860 calls for service—a 13% decrease. We had two (2) reported robberies this month, and none reported in May of 2014—a 200% increase. We did not have any reports of aggravated assault this May, with two (2) being reported during the month of May, 2014—a 200% decrease. We had two (2) reported burglaries in May, 2015, compared with 14 reported during the month of May, 2014, an 86% decrease. There were 62 Part I, or serious, crimes reported to the Colonial Heights Police Department in May, 2015. Forty-eight (48) of those, or 77%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of May was an outstanding month, one where our officers were recognized for their exemplary service to our community. We started the month by attending the ***Law and Order Dinner***, where the American Legion honored **Master Officer Greg Thinnies** as their ***2014 Officer of the Year***. We then attended the **Tri-Cities Police Memorial Breakfast**, where we honored those who have given the ultimate sacrifice in the line of duty. I also had the pleasure of attending the **Special Olympics “Kick-Off” Luncheon** in Alexandria, Virginia, where **Master Officer Sophie Benkendorf** was recognized with their ***Unsung Hero*** award for her efforts in Special Olympics over the past 10 years in this community. Sophie was both surprised and honored to represent Colonial Heights Police Department.
- ✓ We had a very successful **Community Safety Event** this past month where we checked child safety seats for the general public, gave out gun locks, organized child DNA kits, conducted VIN etchings and sponsored a blood drive where 19 individuals donated blood. We even took in 100 pounds of prescription drugs, as the “drug take-back” was the central theme for this event.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a much better month when it came to the self-initiation of traffic enforcement for the month. It was a solid month overall, even with the decrease in calls for service. We still arrested over 300 individuals. Some of the operational highlights are as follows:
  - Officers terminated what would have been a high speed pursuit with a motorcycle. We are very grateful for our personnel making these very smart and mature decisions.
  - One of our more recently hired officers resigned to take a position with the Richmond Sheriff’s Office. We have gone to our existing list of certified officer applicants and are currently doing a background check on a Richmond officer.
  - New bloodhound “Rose” and Master Officer Chris Wulff completed their training in Florida and have returned home. Rose will have some recommended scheduled surgery and will be back to duty in the next two to three weeks.
  - Recruit Officer Robert Brown has recently changed field training officers and is now training with Master Officer Kenneth Bish.
  - Mutual aid was provided to both Prince George County Police Department for a barricaded subject off of Puddledock Road just off Temple Avenue, as well as to the Petersburg Bureau of Police for a triple shooting where an *all call* was alerted by their responding officers.
  - Animal Control and our shelter were featured on Channel 12 news in a positive light for their adoption efforts in the region.
  - Several command staff officers assisted with a very successful and productive Citizens Academy class.
- ✓ Our **Special Operations Unit**, supervised by Lt. Dann Ferguson, initiated 31 new cases, issued 56 traffic summonses, obtained 12 felony warrants, 32 misdemeanor warrants, and served 12 outstanding warrants. A total of 14 narcotics-related arrests were affected. Seven (7) covert buys were conducted over the month.
  - Two nuisance letters were issued to property owners where illegal drugs were present.
  - Three (3) search warrants were executed this month—one for a cell phone and the other involved the distribution of narcotics in the City. A total of four (4) arrests were made resulting from these search warrants.

#### IV. POLICE DEPARTMENT (CONTINUED):

- The unit attended the Pharmacy Diversion Awareness Conference in Norfolk, sponsored by the D.E.A.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a solid and productive month. Highlights from their reported activities are as follows:
  - Master Officer Sophie Benkendorf received a well-earned award from the Virginia Special Olympics.
  - Our School Resource Officers and I participated in the *Little Feet Meet* for Special Olympics at Lakeview Elementary.
  - Our property officers handled regularly scheduled drug destruction in Alexandria, Virginia, as there was no cost to use this facility.
  - An *Eyes on You* Neighborhood Watch meeting was held with residents of the Riverview and Ivey Avenue area.
  - Our SRO's are wrapping up the year and will be assisting Patrol once school ends.
  - Background investigations are continuing for the staff assistant position and a new hire should be made this month.
- ✓ Our **Investigations Division** has been assigned 19 new cases for the month, with 14 of those investigations being cleared, as well as one (1) from the previous month, for a 79 percent clearance rate. Eighteen (18) concealed weapon permits were also processed, as well as three (3) massage therapist permits and one (1) massage clinic permit, which was denied. Cases included armed robbery, perjury, counterfeiting, death investigations, burglary, sexual assault, embezzlement, fraud-related offenses and a missing person. Several firefighter background investigations are being conducted to expedite the hiring process.
- ✓ Overall, we made 302 total arrests, worked 91 crashes, wrote 428 traffic citations, executed 858 traffic stops, affected 15 DUI arrests and 40 drug arrests, and issued 22 parking citations.
- ✓ **Officer S. Kyle Sexton** has been selected as our *Employee of the Month* for April, 2015. During the month of April, Officer Sexton made 16 felony arrests and 11 misdemeanor arrests. In addition, based on a citizen complaint, he began a drug investigation that targeted a residence in the city. After two weeks of surveillance and follow-up investigations, he obtained a search warrant that resulted in the arrest of four individuals, seizure of U. S. currency and over two ounces of marijuana that was being distributed. This arrest directly improved the quality of life for an entire neighborhood.
- ✓ Since his assignment to the Special Operations Unit, Kyle has proven that he has the commitment and diligence to contributing to the overall mission of the Colonial Heights Police Department by protecting the life, individual liberty and property of all of our citizens. We are proud to call Kyle a member of our organization and hope that he continues his good work for many years to come.

#### V. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 104**

(Total Fire Loss \$1,525):

**Total Patients transported: 228**

(Total EMS incidents 270)

*Fire units arrived on scene in less than 9 minutes on  
93.4% of emergency incidents.*

*(average response time 5:48 minutes)*

*EMS units arrived on scene in less than 9 minutes on  
97.3% of emergency incidents.*

*(average response time 5:06 minutes)*



## V. FIRE& EMS DEPARTMENT (CONTINUED):

<u><b>Fire Division (number of incidents):</b></u>					
<u><b>Fires</b></u>		<u><b>Hazardous Situations</b></u>		<u><b>Service calls and false calls</b></u>	
Brush Fire	5	Gas Leak	1	Good Intent Calls	33
Dumpster Fire	1	Power Line Down	2	Public Service	40
Outside Equipment Fire	1	Gasoline Spill	1	Alarm Activation (no fire)	8
		Overpressure Rupture	1	Child Seat installation	7
				Smoke detector installation	2
				Citizen Complaint	2
M/A to First Responder Chesterfield EMS	7	M/A from Chesterfield Fire			1

<b><u>EMS Division (number of patients treated)</u></b>					
Abuse of drug/alcohol	2	Gastro Intestinal problem	27	OB – other	4
Allergic reaction	3	Infectious disease	3	Pain	13
Behavioral/psychiatric	15	Injury – various	43	Respiratory – acute onset distress	14
Cardiac arrest	2	Malaise	1	Respiratory – asthma	1
Cardiac arrest/Obvious Death	1	Neurological – altered mental	8	Respiratory – COPD	4
Chest arrhythmia	5	Neurological – headache	3	Respiratory Problem	13
Chest pain	11	Neurological – migraine	2	Syncope	5
Cardiovascular problem other	16	Neurological – seizure	6	Vertigo	2
Endocrine – hyperglycemia	3	Neurological problem other	4	Weakness	20
Endocrine – hypoglycemia	2	Neurological – stroke	2	Other	25
M/A to Petersburg EMS	5	M/A received from Fort Lee EMS			1
M/A to Prince George EMS	1	M/A received from Chesterfield			1

<b><u>EMS Transports (by facility)</u></b>		
Southside Regional Medical Center	183	80.26%
CJW Medical Center –Chippenham Campus	20	8.77%
John Randolph Medical Center	10	4.39%
VCU Health Systems	10	4.39%
CJW Medical Center-Johnston Willis	2	0.88%
St. Francis Medical Center	1	0.44%
Henrico Doctors' Hospital – Parham	1	0.44%
Memorial Regional Medical Center	1	0.44%
<b>Total:</b>	<b>228</b>	<b>100%</b>

## VI. FINANCE DEPARTMENT:

**Finance** - Checks processed: 1,090

No alarm citations were processed during May.

**Purchasing** - 175 total purchase orders completed with 136 being processed by purchasing and 39 departmental purchases being reviewed as compared to 236 being completed for the same period in 2014. In addition 129 check requests were prepared by departments which are not processed by Purchasing.

**Bids Issued/Opened during the month:**

- Invitation # 15-052102-1042, Engineering Services for Inspection on Water Tanks. Issued on May 6, proposals due on May 21. Being reviewed by the City's Engineering Department.
- Invitation # 15-060503-1043, Bruce Avenue Drainage Project, Phase III. Issued on May 14, with bids due on June 5.
- Invitation # 15-061202-1044, Pavement Preservation – 2015. Issued on May 29, with bids due on June 12.

## **VI. FINANCE DEPARTMENT (CONTINUED):**

- Invitation # 12-092502-1007, Telephone Service & Equipment, data lines, and a call accounting service. Issued on August 10 2012, with proposals due on Oct 5 2012. The City is disputing Verizon local and AT& T Long Distance charges, based on the delay of porting numbers and cutting off service.

### **Other Purchasing Activity:**

- Renewed 3M Renewal for Subscription Cloud Service for another year.
- Purchased replacement riding lawn mower (Z Turn) for Utilities. The Old mower caught on fire, while being transported back to the Utilities Department.
- New bucket truck for the Sign Shop was received during the month, under a lease/purchase program.
- Contract for snow salt renewed with Morton Salt.
- The City's Public Works Department found a vendor to buy back all of the City's old and broken water meters, for recycling.

### **Risk Activity:**

- A Police vehicle, attempting to make a u turn, was struck by another police vehicle

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,797

Delinquent Notices Sent – 773 or 20.4% with 124 cut off for nonpayment.

Set off debt collected for May - \$1,478.50.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of May 2015:

### ☆ **Advertisements**

#### **Department**

Circuit Court

#### **Position**

Deputy I

### ☆ **Applications & Testing**

#### **Position**

Deputy I

#### **Total Applications**

#### **Received**

189

#### **Total Hits on Job**

#### **Announcement Page**

1,008

### ☆ **Training**

- New employees continue to complete required ICS and VML University training courses.

### ☆ **Miscellaneous**

- The Citizens Government Academy continued on-site department visits in May to the following departments: Library, Police, Fire, and Sheriff/Courthouse.
- A new employee orientation session was held for Daniel Hoogenboom (Planning/Community Development & Economic Development).
- Participated in a Virginia Employment Commission telephonic hearing for unemployment benefits.
- The annual Employee Picnic and Employee Benefits/Wellness Fair were held at White Bank Park.
- Panel interviews were completed for the Director of Planning & Community Development recruitment process.

### ☆ **Worker's Compensation**

- The following workers' compensation report was filed during the month of May 2015:

#### **Date**

05-07-15

#### **Department**

Public Works

#### **Description of Injury**

Pulled groin while picking up equipment.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 82,270 page views in the month of May.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Records Search</li><li>3. City Employees Login</li><li>4. Fort Clifton Festival</li><li>5. Animal Shelter</li><li>6. Yard Sales</li><li>7. Recreation &amp; Parks</li><li>8. Departments</li><li>9. Records &amp; Property Tax Maps</li><li>10. Online Bill Pay</li><li>11. Police</li><li>12. Sports &amp; Athletics</li><li>13. Treasurer</li><li>14. Assessments</li><li>15. News Flash</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> Germany</li><li> Brazil</li><li> Phillipines</li><li> Republic of Korea</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Maryland</li><li> North Carolina</li><li> Florida</li><li> California</li><li> District of Columbia</li></ul>
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- ☆ Citizens submitted and city staff processed 314 service requests and questions through the "Let Us Know" module during the month of May. The City of Colonial Heights' Facebook Page now has 3,755 fans and the City's Twitter account has 555 followers.
- ☆ Proactive Information Management completed 68 hours of IT service and maintenance for City departments this month.
- ☆ The IT Department hosted training for staff on GovQA, our Citizens Request Management System and CivicPlus, our Website Content Management System, in the month of May. In addition, they attended training on the City's new Outbound Notification System, CivicReady, which will go live July 1st.

## IX. LIBRARY:

- ☆ The library staff circulated 17,596 titles in May.
- ☆ 213 e-books were downloaded, while 1,217 titles circulated on Kindles. There are now 1,430 residents using the library's e-book collection.
- ☆ The public computer center was used 2,034 times, while the iPad center was used 153 times.
- ☆ 172 children participated in the Story Time program.
- ☆ The library's meeting rooms were used by 96 groups.
- ☆ 151 residents registered for new library cards, and an average of 521 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

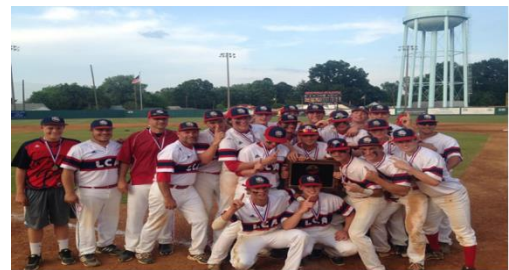
In May, the Recreation Division hosted another successful Fort Clifton Arts and Crafts Festival at Fort Clifton Park with an estimated crowd of over 7,000 people over the two day event. The Division also hosted the Virginia Independent Schools State Baseball Championships at Shepherd Stadium with an estimated attendance of 1,800 people over the three days of play. Shepherd Stadium also played host to the Colonial Heights High School Baseball team's Conference 25 Championship games May 25-28. During the weekend of May 30 Shepherd Stadium also hosted 8 teams from all over the Mid-Atlantic region for an Impact Baseball Showcase tournament.

Staff continues preparing for Summer programs and events that are being held or starting in June to include the Summer Playground Program and a variety of Youth Sports Camps. Youth Baseball and Softball Leagues will finish their regular season the 2nd week in June and Night of Champions Week at Shepherd Stadium will begin Monday June 15th to conclude the season. We will have 8 all-star teams competing in Dixie and Babe Ruth post season play starting the end of June.

Athletics	2015	2014
Adult Softball Teams	31	29
Baseball Rookie (ages 4-5)	55	45
Baseball Coach Pitch (ages 6-8)	105	93
Baseball Minor League (ages 9-10)	74	77
Baseball American League (ages 11-12)	39	66
Baseball National League (ages 13-15)	68	56
Baseball Big League (ages 16-18)	18	15
Softball Pee Wee League (ages 9-10)	33	39
Softball Junior League (ages 11-12)	32	39
Softball Senior League (ages 13-15)	26	26
Track Program	24	26
Golf Lessons	3	n/a
Activities/Programs	2015	2014
Sunshine 5K	80	125
Fort Clifton Festival	7,000	7,200
Summer Playground Parent Orientation	11	36
Belly Dancing	12	4
Karate	16	16
Facility Usage	2015	2014
Community Room Attendance	1,215	995
Community Room Reservations	27	27
Pavilion Attendance	2,730	3,005
Pavilion Reservations	41	42
Field Attendance	9,555	7,800
Field Rentals	36	28
Teen Center Attendance-CHHS Students	58	78
Teen Center Attendance-CHMS Students	302	428

### Parks, Horticulture, Buildings & Grounds

- Cleaned up and prepared Fort Clifton Park for Fort Clifton Festival.
- Spread stone dust and gravel on washed road areas in Fort Clifton Park.
- Supplied manpower for Fort Clifton Festival.
- Installed shelves at Courthouse in Sheriff Department's office.
- Removed light pole at Lakeview tennis courts that was blown over by storm.
- Repaired damaged wood on bridge at Appomattox River trail.
- Set up tents and chairs at War Memorial for Memorial Day service and removed afterwards.
- Prepared Shepherd Stadium and supplied manpower for VISAA State baseball tournament.
- Raked and bagged pine tags at Library for use in flower beds.
- Spread pine tags in flower bed at Temple and I95.
- Remove pansies from all flower beds.
- Trimmed back under hedges at War Memorial.
- Trimmed shrubs at all sites as needed.
- Mulched all sites as needed.
- Trimmed back trees planted along Boulevard at Cal's to Legacy Garden.
- Received 20 Work Orders; 2/Animal Shelter, 6/Courthouse, 1/Community Center, 1/ Fire Station #2, 1/Health Department, 4/Recreation & Parks, 2/Library, 3/Public Safety Building (1/Police & 2/Fire).
- Replaced malfunctioning cameras at Courthouse.



## **X. RECREATION & PARKS DEPARTMENT (CONTINUED):**

### **AGENCY ON AGING**

Agency on Aging Activities	2015	2014
AARP	28	28
Bingo in Center	48	59
Bowling	195	165
Bridge Party	64	80
Bridge Tournament	96	128
Crochet & Knitting	58	56
Golf at Prince George (Fort Lee)	484	480
Golf at Prince George (PG)	160	n/a
Muffins for Moms	26	n/a
Senior Club Meeting	104	88
Senior Club Board Meeting	12	n/a
Senior Citizen Dance	112	114
Sing A-Long	48	52
Sing A-Long-CH Health Center	12	14
<b>Awareness/Education</b>		
Advisory Board Meeting	8	10
Wellness Wednesday	n/a	27
TRIAD Health Fair	125	115
<b>Classes</b>		
Bob Ross Video Painting	13	12
One on One computer class	13	n/a
Friday open Oil Painting Class	38	6
Bickford for painting workshop	66	n/a
Painting Class Gems by James	28	42
Painters Group	36	34
Pin Cushion class	14	n/a
Splash of Color	8	14
Tap Class Intermediate & Beginners	68	89
Tap Class Advance	79	126
Quilting	42	39
Quilts for Vets	18	18
Sewing Class	10	8
Watercolor Faye Henderson Class	50	48
Watercolor (Monday & Fridays)	12	15
<b>Fitness</b>		
Strength Training Class	171	203
Sit Down Exercises	205	310
Tennis	n/a	12
Walking	14	17
Yoga	74	54
Zoomer Boomer	212	191
Tai Chi	26	18

Special Activities		
Fort Clifton Festival Painters Group	28	32
<b>Trips</b>		
Fredsricksburg Riverboat Cruise	n/a	26
Riverside Theater	24	n/a
<b>Total</b>	<b>2829</b>	<b>2743</b>

Meals		
Home Del Meals	12	8
Site Meals Crater	113	108
<b>Transportation</b>		
Total Passengers	50	162
Total Trips	365	733
Total Miles	2355	3219
Wheelchairs	11	42
Volunteer Hours	22	16
New Riders	3	3
Donations	\$138.00	\$340.00

### **Violet Bank Museum**

	<u>2015</u>	<u>2014</u>
On-site Attendance	244	362
Outreach Attendance	184	188

- Displayed at Fort Clifton Festival
- Displayed at Magnolia Grange
- Working on collections and upcoming programs

## **XI. OFFICE ON YOUTH & HUMAN SERVICES:**

### **➤ Youth Advisory Council Activities**

- No YAC meeting in May.

### **➤ Youth Service Commission**

- Held monthly meeting; voted on scholarship awards.

### **➤ Kids' After School Program**

- **Meetings:**  
FAPT  
Interagency
- **Projects:**  
Planning Child Care Training for Tri-Cities Child Care Providers  
Reach for Reading  
KAP Field Day at CHMS  
Apply Walmart grant
- **Interesting FACTS ABOUT KAP:**

<b>School/Organization</b>	<b>#hours VOLUNTEER</b>	<b>Federal work-study</b>	<b>TOTAL</b>
Community Members	302		302
Colonial Heights High School students	20		20
Appomattox Regional Governors School students	5		5
Matoaca High School students	707		707
John Tyler Community College students	20	1,449	1,469
Virginia State University students	1,625	700	2,325
GRAND TOTAL			4828

- **If volunteers were paid MINIMUM WAGE RATE \$7.25 per hour, then =\$35,003.**

### **➤ Substance Abuse Prevention Activities**

- 12 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony

### **➤ Ongoing Monthly Meeting/Trainings**

- Interagency Prevention Team
- Kiwanis Meetings/Board Meeting, Terrific Kids, Golf Tournament Fundraiser
- Colonial Heights School Board Meeting
- Facilitated Two Day ASIST Training at Ft Lee
- Juvenile and Domestic Violence Task Force Meeting
- Recertification for Cardiopulmonary Resuscitation
- Early Childhood Provider Training with Department of Social Services
- CADRE Coalition Meeting
- Positive Parenting Coalition
- Comprehensive Services Policy & Management Team
- Youth Services Commission
- Families First Advisory Board
- Smart Beginnings/School Readiness Committee

## **XI. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):**

### **➤ Diversion Program Participation**

- **Community Service**

9 youth completed 124 hours of Service Learning

- **Shoplifting Diversion**

19 youth and a parent attended the Shoplifting Diversion Program

- **Case Management**

2 youth and parent received Case Management Services

- **Miscellaneous Youth Services (Non DJJ)**

3 Youth Completed 28 hours of Community Service

- ✓ Attended Optimists Meeting with Bill Carter, author of *The Defenders Bully Patrol*
- ✓ Ft. Clifton Festival with teens and Bill Carter, author of *The Defenders Bully Patrol*
- ✓ Assisted with *Little Feet Meet* at Lakeview Elementary School with Kiwanis
- ✓ Prepared meal for CARITAS Dinner
- ✓ Team Captain for *Relay for Life* Event
- ✓ Read to Pre-Kindergarten Class at Lakeview Elementary School
- ✓ Provided Substance Abuse Program for CHMS Student per School Administration
- ✓ Organized Health Advisory Board *Cruise in for Cancer 5K Fun Run/Walk*

## **XII. FLEET MAINTENANCE:**

	<b><u># Workorders</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
2015	67	\$16,081.39	5	\$3,239.15
2014	85	\$21,868.51	4	\$1,428.41

The sublet repairs consist of:

Dealer repairs	\$1,253.51
Alignment/frame work	\$1,651.42
Windshield	\$219.50
Tire repair	\$114.72